



STATE OF SOUTH CAROLINA
**Commission on Indigent
Defense**

1330 Lady Street, Suite 401
Columbia, SC 29201

**INVITES APPLICATIONS FOR THE POSITION OF:
Attorney I**

An Equal Opportunity Employer

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OPENING DATE: 10/02/18

CLOSING DATE: Continuous

JOB TITLE: Attorney I

CLASS CODE: AE10

POSITION NUMBER: 61089094

SLOT NUMBER:

STATE SALARY RANGE:

\$32,838.00 - \$60,760.00 Annually

AGENCY HIRING RANGE - MIN: 32,838.00

AGENCY HIRING RANGE - MAX: 32,838.00

LOCATION: Richland County, South Carolina

JOB TYPE: Time Limited - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT: Yes

RESIDENCY REQUIREMENT SPECIFICS (IF ANY): Must live in or be willing to relocate to Columbia, SC area.

AGENCY SPECIFIC APPLICATION PROCEDURES:

Apply Online

JOB RESPONSIBILITIES:

With minimal supervision the Fellowship Attorney will assist in the representation of indigent defendants facing the death penalty in South Carolina at the trial level in General Sessions Court. Must be competent to assist counsel in defending a person charged with a capital felony. This position is for the limited time of 1 year.

As part of a defense team, the Fellowship Attorney will provide effective assistance of counsel in accordance with the ABA Guidelines for the Appointment and Performance of Defense Counsel in Death Penalty Cases, including:

- Courtroom advocacy in pre-trial, trial, and post-trial proceedings;
- Development and maintenance of positive and productive working relationships with clients and significant other case participants;
- Legal research, analysis, and writing of motions and briefs;

- Investigation and preparation of evidence for pre-trial hearings, trials, and post-trial hearings;
- Development and implementation of case theory, investigation, and litigation strategies;
- Preparation for pre-trial, trial, and post-trial negotiations and litigation;
- Identification, selection, preparation, and presentation of expert witnesses;
- Attendance at, and participation in, in-house and external trainings directed to improve and enhancing the Fellowship Attorney's skill set in the provision of capital defender services;
- Providing litigation support on a consultative basis to other capital defense practitioners; and
- Additional services and duties as the needs of the office dictate.

MINIMUM AND ADDITIONAL REQUIREMENTS:

- A Juris Doctorate degree from an accredited law school, and within 6 months of hiring to become a Licensed attorney in Good Standing and admitted to the SC State Bar;
- Training in or experience with criminal defense;
- Training in or experience in the analysis, introduction of, and opposition to forensic science evidence;
- A demonstrated commitment to working with clients in poverty;
- A commitment to excellence in the provision of capital defender services;
- Creativity and energy in approaching indigent defense and capital representation;
- Strengths in teamwork, client relations, and relationship building;
- Skill and experience in written and oral advocacy;

PREFERRED QUALIFICATIONS:

- Training in or experience in the defense of capital cases;
- Training in or experience in death penalty litigation;
- Experience or training concerning mental health issues associated with the criminal system;
- Experience working with disadvantaged client groups;
- Computer literacy, including; Microsoft Office, PowerPoint and Westlaw-Case Notebook
- Can assist in the managing all aspects of a death penalty trial, including instruction and consultation regarding capital voir dire and the collection and presentation of evidence;
- Can manage legal and non-legal staff, review work production of all trial team members, including experts, investigators, witness depositions or statements and all other material related to trial and trial procedure;
- Knowledge of SC laws and the ability to interpret and apply policies, laws and judicial decisions.

ADDITIONAL COMMENTS:

- Position requires extensive travel, often for extended periods of time, at times exceeding three weeks.
- A valid driver's license and a good driving record is required

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

careers.sc.gov

OR

1330 Lady Street, Suite 401
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Job #2019-OIDC-AI-9094

ATTORNEY I
LB

Attorney I Supplemental Questionnaire

* 1. Do you have a Juris Doctorate degree from an accredited law school?

☐ Yes ☐ No

- * 2. Are you a member in good standing of the South Carolina Bar?
- ☐ Yes ☐ No
3. If you are not a member in good standing of the SC Bar, do you have a reasonable expectation to become a member within 6 months of hiring?
- ☐ Yes ☐ No
- * 4. Do you have experience with criminal defense?
- ☐ Yes ☐ No
5. If yes, please provide details of your criminal defense experience.
- * 6. In which of the following do you have proficiency? (Select all that apply.)
- ☐ Microsoft Word
- ☐ Microsoft PowerPoint
- ☐ Microsoft Excel
- ☐ Westlaw-Case Notebook
- * 7. If you do not currently live in the Columbia, SC area, are you willing to relocate to that area?
- ☐ I currently live in the Columbia, SC area
- ☐ I am willing to relocate to the Columbia, SC area
- ☐ I am not willing to relocate to the Columbia, SC area
- * 8. Are you willing to travel for extended periods of time as required by the position?
- ☐ Yes ☐ No
- * 9. Do you have a valid driver's license in good standing?
- ☐ Yes ☐ No
- * Required Question